**Letter of Concern to the Local Educational Agency**

*The following is a sample letter of concern from the non-public school to the Local Educational Agency (LEA). Specific issues will differ, but the sample letter should provide a blueprint for constructing a letter of concern.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear (LEA Official):

I am writing as a representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (non-public school) and the students who are eligible to participate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (federal program). The purpose of this letter is to express a concern on behalf of these students because I feel the process for reaching agreement through consultation in determining equitable services has not been met.

|  |
| --- |
| Specifically: |

Through this letter, I am requesting that the LEA return to consultation, and as appropriate, take into account the expressed needs of the non-public school students and the appropriate activities explained above that meet those needs.

If you have questions, I am available to answer them. Please contact me within seven business days to arrange additional face-to-face consultation. I look forward to a positive resolution to this situation as soon as possible.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Public School Official Date Email Phone